



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
CINCINNATI PROCUREMENT OPERATIONS DIVISION  
CINCINNATI, OHIO 45268

December 12, 2017

SUBJECT: Request for Task Order Proposal, Tracking Number PR-R3-17-00464

FROM: Greta Perry  
Contracting Officer

TO: Multiple Award Contract Holders under TSAWP

Attached is request for task order proposal for the subject tracking number which is issued for competition for the project entitled, "Technical Assistance to EPA Region 3 for Toxics TMDL Development in the Anacostia River".

The government requests you prepare a proposal (cost and technical) for the task order. Request the proposals be submitted to Greta Perry by 4:30pm EST, Friday, January 12, 2018 via FedConnect. The technical proposal is limited to 10 pages or less. The cost proposal shall be provided in accordance with Contract Clause B-1 as supplemented by the attached cost proposal instructions. Proposals shall also include the required conflict of interest certification. Any information on pages beyond the page number limitation will not be considered or evaluated. The last day for Technical Questions to be submitted is by noon on Friday, January 5, 2018, via FedConnect. For planning purposes, it is anticipated that work will commence on or around April 1, 2018.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement including Attachments

Award of a Cost Plus Fixed Fee – Completion task order will result. The period of performance for this Task Order is anticipated to be 30 months from date of award. Please see attached technical evaluation criteria which will be used to evaluate the offer. Award will be made on a Lowest Price Technically Acceptable basis.

Award is intended to be made without discussions. Negotiations will be conducted only if determined necessary.

  
GRETA PERRY  
Contracting Officer

Cc:  
Cheryl Atkinson, Project Officer  
Jennifer Sincock, Alternate Project Officer

**TASK ORDER TECHNICAL EVALUATION FORM  
LOWEST PRICE TECHNICALLY ACCEPTABLE  
PR-R3-17-00464**

**Technical Assistance to EPA Region 3 for Toxics TMDL Development in the Anacostia River**

Contractors shall limit their responses to ten (10) pages or less, using their discretion on which criteria to place emphasis. Proposals will be evaluated on the criteria listed below by the project Technical Evaluation Team on a pass/fail basis. Award will be based on selection of the Lowest Price Technically Acceptable proposal.

The following elements and acceptability criteria will be used in the technical evaluation of Task Order proposals:

<b>Element</b>	<b>Acceptability</b>	<b>Pass</b>	<b>Fail</b>
Development of Watershed Scale TMDLs and multi-jurisdictional TMDL	Offerors must demonstrate successful completion of 3 watershed TMDLs, with at least 2 that incorporate a tidal influence and 1 that was developed for multiple jurisdictions. If developed for states, the TMDLs must be approved by EPA. If established for EPA, the TMDLs must have met all regulatory requirements.		
Development TMDLs for toxic pollutants in segments impaired by more than one pollutant	Offeror must demonstrate successful completion of TMDLs for toxic pollutants (metals, organochlorines pesticides, polycyclic aromatic hydrocarbons) through a minimum of 3 TMDL projects impaired for 2 of the above chemical classes. One TMDL must incorporate application of a bioaccumulation factor and one TMDL must incorporate sediment transport. If developed for states, the TMDLs must be approved by EPA. If established for EPA, the TMDLs must have met all regulatory requirements.		
Development and application of water quality models that have been applied to a range of waterbody types, pollutant types, and loading sources.	Offerors must demonstrate successful completion of a minimum of 3 TMDLs that require calibration, verification, and scenario analysis with at least 3 frequently applied models such as WASP, EFDC, HSPF, SWAT, Qual 2E, and GWLF. If developed for states, the TMDLs must be approved by EPA. If established for EPA, the TMDLs must have met all regulatory requirements.		
Development and implementation of modeling quality assurance project plan (QAPP)	Offeror must demonstrate successful development and implementation of 3 TMDL modeling QAPPs. If developed for EPA, QAPP must be approved by EPA.		

Experience in preparing and presenting at public meetings and responding to public comments	Offerors must demonstrate successful completion of 3 public meeting presentations as well as assistance with response to public comments on 3 projects with highly engaged stakeholders.		
Contractor qualifications	The contractor shall provide a description of the strengths and skills of the staff that will participate on the tasks requested in the scope of work, including: conducting TMDL-related activities with similar pollutants on water bodies similar to those described in the PWS.		

**COST PROPOSAL INSTRUCTIONS**  
**TASK ORDER SOLICITATION**  
**PR-R3-17-00464**

The following paragraphs supplement the instructions set forth in the contract clause B-1 "Ordering Procedures". These instructions apply to the prime contractor as well as subcontractors and consultants. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors and consultants.

Contractors shall submit a summary page for the base and any optional periods. The summary sheet shall be supplemented as necessary to provide thoroughness and clarity in the data presented. Pricing detail shall be included by task for the base and any optional periods. The cost breakdown supporting the above documents shall breakout the following elements: Direct Labor, including direct labor rate and hours for each proposed individual, Fringe Benefits, Overhead, ODC, Travel, Consultants, Subcontractors, Total Subcontract, Subtotal, G&A, Total Cost, Fee, Total Cost Plus Fee. This cost detail shall be broken out for the base and any optional periods, at the task level. A copy of the cost proposal shall be included in the submission in MS Excel. This copy shall include formulas used to arrive at the CPFF for the base and any optional periods.

When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each contract year and for the aggregate (all years, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. Subcontractor detail may be provided by the subcontractor directly to the EPA.

**If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on Government cost-type contracts), the Contracting Officer's consent for a cost type (CPFF, etc.) subcontract will not be granted.**

**In the cost proposal, the contractor must certify that all proposed personnel (including proposed subcontractor personnel or consultants) for the Professional Level identified by the contractor meet the qualifications specified in the Contract at Attachment 3.**

# PERFORMANCE WORK STATEMENT

PR-R3-17-00464

November 2017

## **A. TITLE: Technical Assistance to EPA Region III for Toxics TMDL Development in the Anacostia River**

### **B. Background & Objectives:**

#### **Background**

EPA Region III has been working closely with the Washington D.C. (the District) Department of Energy & Environment (DOEE) as it revises a number of Total Maximum Daily Loads (TMDLs) for toxic pollutants. The District originally listed a number of waters for toxics on its 1998 CWA Section 303(d) list, for which TMDLs were subsequently developed. In 2009, Friends of the Earth challenged the TMDLs as they lacked daily load expressions. EPA conceded and the court ordered that the TMDLs must be vacated, but stayed vacatur until January 1, 2017<sup>1</sup> to allow EPA time to develop daily loads.

EPA and DOEE worked to better characterize the extent of impairment in the District through additional monitoring from 2013 to 2014. This information was used to inform the District's 2014 Integrated Report (IR). TMDLs in the Anacostia River watershed that need to be revised are based on those listed in Category 4a (available data and/or information indicate that at least one designated use is not being supported or is threatened, but a TMDL is not needed) on the District's 2014 IR. See Attachment 1 for the full list of waterbody/pollutant combinations. Moreover, Maryland has listed the tidal Anacostia River and non-tidal Northwest Branch, upstream of the District, as impaired due to heptachlor epoxide, which is one of the pollutants requiring new TMDLs in the District. Therefore, DOEE and the Maryland Department of the Environment (MDE) are working together to develop a multi-jurisdictional TMDL for heptachlor epoxide.

EPA, DOEE, and MDE have worked to develop a database and geographic information system (GIS) maps on toxic pollutant data in the Anacostia River watershed. That data includes data

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<sup>1</sup> The court is currently reviewing a request on behalf of EPA to extend the vacatur deadline to January 31, 2020 to allow EPA, DOEE, and MDE additional time to collect water column toxics data and develop TMDLs in the Anacostia River watershed. TMDLs for bacteria have been revised across the District and TMDLs for toxics have been completed in the Rock Creek watershed and Potomac River tributaries.

considered to be relevant to TMDL model development, such as water column toxics concentrations, contaminated sediment data, meteorological data, etc. The database has been analyzed to characterize the data coverage and data gaps. Based on that analysis, DOEE, MDE, and EPA are currently undertaking a monitoring effort in the Anacostia River watershed to better understand the extent of water column contamination in the tidal portions, upstream, and in the tributaries. This effort will fill existing data gaps and support TMDL development. The purpose of this work is to develop a model to simulate the toxic pollutants in the Anacostia River watershed and develop TMDLs. The goals are outlined below.

## **Objectives**

The purpose of this Performance Work Statement (PWS) is to support development of daily load TMDLs in the Anacostia River watershed. TMDLs will be developed for District waters in the Anacostia River watershed that are listed in Attachment 1, as well as waters impaired for heptachlor epoxide in the Maryland portion of the Anacostia. The TMDLs will be developed through model selection, model quality assurance project plan (QAPP) development, model set-up, calibration, and validation, and model runs to develop TMDL allocations, specifically daily loads for each toxic of concern in each water found in Attachment 1. Specifics of each task and the accompanying deliverables are discussed in the next section.

## **C. Tasks:**

The contractor shall provide support for the below tasks. Written technical direction will be utilized to provide further detail on specific work included in the PWS, provide guidance, or approve or comment on deliverables. The Task Order Contracting Officer's Representative (TOCOR), the Alternate TOCOR (if the TOCOR is on leave or travel), and the Contracting Officer are the only individuals authorized to issue technical direction. The contractor shall anticipate working with the TOCOR, staff lead from EPA Water Protection Division (WPD) and the District to furnish the requested technical assistance. **However, only the TOCOR may issue written technical direction.**

### **Task 1: Kickoff Meeting, Reporting, and Communication**

The contractor shall participate in a Kickoff Meeting with the TOCOR via conference call to discuss the following: timelines, the schedule of benchmarks, milestones and deliverables, establish dates and times for monthly calls, monthly technical progress reports, and general Task Order administrative information. The technical progress report shall include status updates of all the tasks of this PWS.

The TOCOR will coordinate and set-up monthly working calls between EPA staff, DOEE staff, MDE staff, and the contractor's technical lead to discuss the status and progress of the work under this Task Order. The contractor shall participate in these monthly calls. The frequency of the monthly conference calls may be modified based on the project status at the request of the contractor and only as approved by EPA.

The contractor shall notify the TOCOR of any problems, delays or questions as soon as they arise, including immediate written notification of any Task Order delays. The contractor shall provide a written monthly status report in accordance with the contract requirements which will be used for invoice review purposes.

In general, written materials including meeting summaries shall be furnished by the contractor within five business days after the meeting in draft form for the TOCOR to review; then a final written deliverable will be expected within five business days after receipt of written technical direction from the TOCOR, including the TOCOR's comments and edits to the draft deliverable.

Task 1 Deliverables: Meeting summaries following conference calls

### **Task 2: Incorporate Data into Database**

Under a previous Task Order, an Excel database was developed for the Anacostia River watershed<sup>2</sup>. This database included historical water column, fish tissue, sediment, source, hydrological, climatological, etc. from data collected through December 2015. The contractor will review and become familiar with the database and its contents. The database does not include the most recent sampling efforts undertaken by EPA, DOEE, and MDE. Therefore, the contractor will incorporate these datasets into the database, consistent with existing formatting. Additionally, where the data allow, the contractor will geospatially reference the data in a GIS file.

Task 2 Deliverables: Updated Database and GIS

### **Task 3: Model Selection**

The contractor will work with EPA, DOEE, and MDE to determine an appropriate model to address waters in the Anacostia River impaired for toxic pollutants. EPA will share previous work products, including a TMDL endpoint document and modeling options as a starting place for these deliberations. The contractor may make new approach recommendations based on their modeling expertise. The contractor will provide recommendations based on the complexity of the tidal waterbody, pollutant loading dynamics, sources, data availability, etc. The contractor will prepare a memo summarizing the model selection, which will include model programs, watershed boundaries, modeling timeframe, as well as other elements the contractor deems appropriate.

Task 3 Deliverables: Model Selection Memo

### **Task 4: Public Meeting**

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<sup>2</sup> Database can be made available during the bidding process, as requested.

Contractor will support EPA, DOEE, and MDE in a stakeholder meeting to be discuss TMDL endpoints and approach for TMDL development for the Anacostia River and its tributaries. The contractor will prepare slides on technical aspects of the TMDL development approach and be prepared to answer questions. The contractor will travel to the public meeting and present on the proposed approach. The public meeting will occur within the District of Columbia.

#### Task 4 Deliverables: Public Meeting Presentation

#### **Task 5: Modeling QAPP Development**

The contractor will prepare a modeling QAPP taking into consideration *Guidance on QA Project Plans for Modeling* (EPA QA/G – 5M) and *Guidance for Quality Assurance Project Plans for Water Quality Modeling Projects* (attached). the contractor shall work with EPA, MDE, and DOEE to determine which elements of the QAPP should be included.

#### Task 5 Deliverables – Modeling QAPP

#### **Task 6: Model Development**

Upon approval of the modeling QAPP, the contractor will develop the model(s) in accordance with the QAPP. The contractor will rely on database and GIS previously developed and Task 2 Deliverables: Updated Database and GIS to support this work. The contractor will develop a calibrated and validated model, TMDL allocation scenarios, and a modeling report. The modeling report will be broken up into milestones in order to allow for review and comment on the model development. The first milestone will include model background, such as model set-up and watershed characteristics (including land use maps). The second milestone will characterize the calibrated and validated model, including graphical representations of model output. The third milestone will present a minimum of two TMDL allocation scenarios. This milestone will include graphical representations of endpoint/water quality standard attainment. The fourth milestone will include discussion on TMDL requirements, including critical conditions, seasonal variability, margin of safety, and conservative assumptions. Additionally, the contractor will share model input and output files upon completion of the modeling report. Model files should include model input, model output, for existing conditions and TMDL scenarios along with an index (or another appropriate document) that identifies each file included. All relevant GIS files should also be delivered at this time.

#### Deliverable 6.1: Modeling Report

##### Deliverable 6.1.1: Model Background

##### Deliverable 6.1.2: Calibrated and Validated Model

##### Deliverable 6.1.3: TMDL Allocation Scenarios

##### Deliverable 6.1.4: TMDL Requirements

#### Deliverable 6.2: Model and GIS Files

### **Task 7: Public Meeting Support**

DOEE and MDE will publicize the public comment period on the draft TMDLs and arrange for a venue to hold a public meeting on the TMDL revisions. The public meeting will occur within the District of Columbia. The contractor will accompany EPA, DOEE, and MDE on up to two public meetings. The contractor will be expected to make presentations at each meeting to describe the technical aspects of the TMDL development related to the modeling, allocations, and calculation of daily loads. The public meeting will be scheduled to occur during the advertised public comment period.

Task 7 Deliverables: Public Meeting Presentation

### **Task 8: Response to Public Comments (Optional)**

The contractor shall assist DOEE, MDE, and EPA in responding to any public comments received on the draft TMDL Revisions. The contractor will be assigned comments related to modeling, calculations, and other technical aspects of the TMDLs and will develop responses to those comments. The Contractor shall advise EPA, DOEE, and MDE where TMDLs should be revised, as appropriate, based on public input and in coordination with EPA, DOEE, and MDE.

Task 8 Deliverables: Public Comment Responses

### **Task 9: Revise TMDLs (Optional)**

As needed based on public comments, the contractor will make revisions to the TMDL scenarios and allocations. Those comments shall be reflected in an updated modeling report.

Task 9 Deliverables: Revised TMDL Allocations and Modeling Report (as necessary)

## **D. Schedule of Benchmarks & Deliverables:**

As a general rule, upon receipt of a draft deliverable, EPA will have three weeks to collate internal and external comments and return to the contractor. The contractor will then have an additional one week to make changes, which will be reviewed by EPA. EPA will have one week to indicate any necessary final adjustments. If final adjustments are needed, the contractor will have three additional business days to finalize the document.

The deliverables and anticipated completion dates are as follows:

Task	Deliverables	Task Completion Timeframe	Task Finalization
Task 1 – Initiate project kickoff conference call	Deliverable 1: Meeting summary	Within 7 days of contract award	1 week after draft submittal

Task 2 – Incorporate data into database	Deliverable 2.1: Updated database and GIS	Within 1 month of data becoming available	Within 6 weeks after draft submittal
Task 3 – Model Selection	Deliverable 3.1: Model Selection Memo	Within 2 months of completion of Task 1	Within 6 weeks after draft submittal
Task 4 – Public Meeting	Deliverable 4.1: Public Meeting Presentation	Within 1 month of completion of Task 3, but no later than 1 week prior to public meeting	Within 2 weeks after draft submittal
Task 5 – Modeling QAPP Development	Deliverable 5.1: Modeling QAPP	Within 3 months of completion of Task 4	Upon review and approval by EPA QA team
Task 6 – Model Development	Deliverable 6.1: Modeling Report	Broken up into milestones, see below for timeframe	Upon Completion of deliverable 6.1.4
	Deliverable 6.1.1: Model Background	Within 1 month of completion of Task 5	Within 6 weeks after draft submittal
	Deliverable 6.1.2: Calibrated and Validated Model	Within 4 months of completion of Task 5	Within 6 weeks after draft submittal
	Deliverable 6.1.3: TMDL Allocation Scenarios	Within 2 months of finalizing Deliverable 6.1.2	Within 6 weeks after draft submittal
	Deliverable 6.1.4: TMDL Requirements	Within 1 month of finalizing Deliverable 6.1.3	Within 6 weeks after draft submittal
	Deliverable 6.2: Model and GIS Files	Within 1 week of completion of deliverable 6.1	Within 2 weeks after draft submittal
Task 7 – Public Meeting Support	Deliverable 7.1: Public Meeting Presentation	Within 1 month of scheduling public meeting, but no later than 1 week prior to public meeting	Within 2 weeks after draft submittal
Task 8 – Respond to Public Comments (Optional)	Deliverable 8.1: Public Comment Responses	Within 2 months of the close of public comment period	Within 6 weeks after draft submittal
Task 9 – Revise TMDLs (Optional)	Deliverable 9.1: Revised TMDL Allocations and Modeling Report	As needed, within 3 months of the close of public comment period	Within 6 weeks after draft submittal

## **E. Reporting:**

All documentation and reporting under this Task Order shall be in compliance with the contract requirements.

**F. Travel:**

All travel under this Task Order shall be in compliance with contract requirements when in-person meetings are required. Anticipated two or three in-person, the vast majority of the interactions will be conducted through conference calls. The length of the meetings and the amount of contract personnel needed for each trip will be provided to the contractor through written technical direction from the TOCOR.

**G. Contractor Identification:**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Task Order Manager.

**ATTACHMENT 1 Table 1: LIST OF TMDLs FOR REVISION, ANACOSTIA WATERSHED**

Waterbody/TMDL segment	Pollutant
Anacostia #1	Arsenic
	Copper
	Zinc
	4,4' DDD
	4,4' DDE
	4,4' DDT
	Chlordane
	Dieldrin
	Heptachlor Epoxide
	PAHs
Anacostia #2	Arsenic
	Copper
	Zinc
	4,4' DDD
	4,4' DDE
	4,4' DDT
	Chlordane
	Dieldrin
	Heptachlor Epoxide
	PAHs
Kingman Lake	Arsenic
	4,4' DDT
	Chlordane
	PAHs
Nash Run	Arsenic
	Chlordane
	Dieldrin
	Heptachlor Epoxide
	PAHs
Popes Branch	4,4' DDE
	Chlordane
	Heptachlor Epoxide
	PAHs
Watts Branch	Chlordane
	Dieldrin
Hickey Run	4,4' DDE
	Chlordane
	PAHs
Fort Dupont	Arsenic

Fort Chaplin	Arsenic
Fort Davis	Arsenic
Fort Stanton	Arsenic
	PAHs
Texas Run	Arsenic
	4,4' DDD
	4,4' DDE
	4,4' DDT
	Chlordane
	Dieldrin
	Heptachlor Epoxide
	PAHs
MD Tidal Anacostia River	Heptachlor Epoxide
MD Northwest Branch	Heptachlor Epoxide